

Safety Checklists

Over a third of the workers injured at work are new employees; people who've been on the job less than one year. The time to start developing good habits is right now, right here in your shop class. Please, pay attention to your shop teacher's safety instructions and commit them to memory. These safety habits you're learning will last a lifetime. Don't spend your first year on the job in a hospital bed. Use it earning a paycheck. Here's a checklist you can use every time you get ready to work. These simple safety precautions should soon become second nature to you, but until then, keep this checklist as a reference and refer to it before starting any job.

THIS CHECKLIST IS NOT COMPLETE. YOUR TEACHER MAY WANT TO ADD MORE TO IT.

Personal Checklist

- ☐ Are your safety glasses on?
- ☐ Do you need ear protectors?
- ☐ Do you need a respirator?
- ☐ Have you changed your loose, baggy clothing or is it securely fastened?
- ☐ Have you removed any rings, chains, and other jewelry?
- ☐ Are you well rested and alert?
- ☐ Have you properly thought out the job you're about to do?
- ☐ Do you need any helpers?
- ☐ Will you be working in a hazardous area that requires any special precautions?

Shop Checklist

Do you know the location of the:

- ☐ safety cut-off buttons?
- ☐ fire extinguisher?
- ☐ first aid area?
- ☐ emergency eye wash?
- ☐ emergency shower?
- ☐ Do you know what kind of fire each extinguisher is used for?
- ☐ Is your work area properly lighted?
- ☐ Is your machine properly adjusted and in working condition?
- ☐ Are all the safety guards in place?
- ☐ Is everything properly clamped?
- ☐ Is your work area clear and uncrowded?

